Turnitin ANGEL® 6.3, 7.1, and 7.2 Administrator User Manual

Updated October 26, 2010

Contents

Administrator User Manual 1

Introduction 3

Downloading the ANGEL Code Package 3

Paper Repository Options 5

Installation & Configuration 6

Creating the Turnitin User 9

Viewing Account Statistics 10

Downloading the Turnitin Statistics Nugget 10

Registering the Statistics Nugget 12

Statistic Views 14

Glossary 16

Copyright © 1998 – 2008 iParadigms, LLC. All rights reserved.

ANGEL Integration Administrator Manual

Introduction

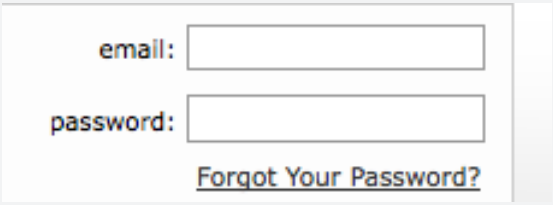
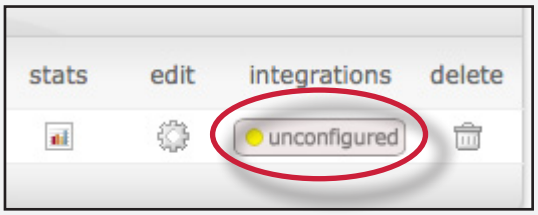
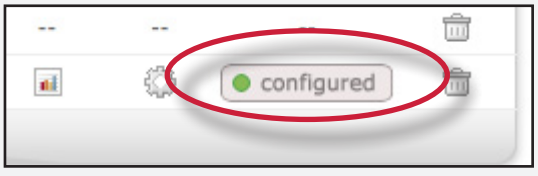
Welcome to the Turnitin ANGEL Integration Manual. The Turnitin Drop Box extension gives users of the ANGEL Learning System the ability to use Turnitin products within their ANGEL interface. Turnitin provides plagiarism prevention services, class management tools, and paperless digital grading products to educational institutions around the world.

This chapter of the integration manual provides step by step instructions for the installation of the Turnitin Drop Box into a compatible ANGEL system.

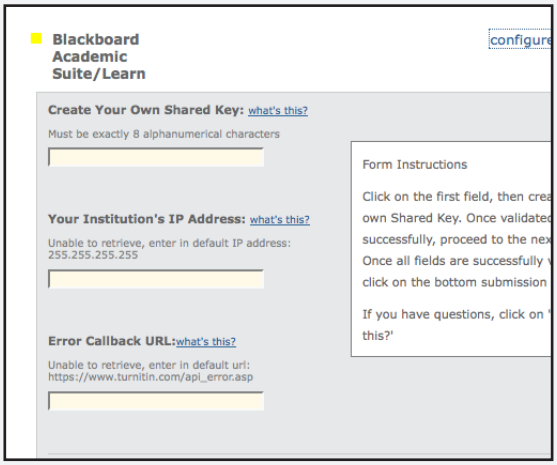
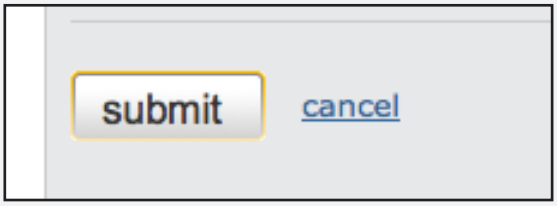
Note: The Turnitin Drop Box is currently compatible with ANGEL versions 6.3, 7.1, 7.2, and 7.3.

Downloading the ANGEL Code Package

The administrator must first configure the ANGEL integration before the code packages can be installed. The account administrator should log into their Turnitin account at www.Turnitin.com.

To configure and download the ANGEL code package, follow these steps:	
1. Log in as the Turnitin account administrator at the Turnitin homepage http://www.turnitin.com	
2. Click on the integrations button for the account. If purchased the *unconfigured* button will appear under the integrations column. If the integration has already been configured click on the *configured* button and skip to step 6. If the integration has not been configured click on the unconfigured button	 
3. Click on the configure link to the right of ANGEL	

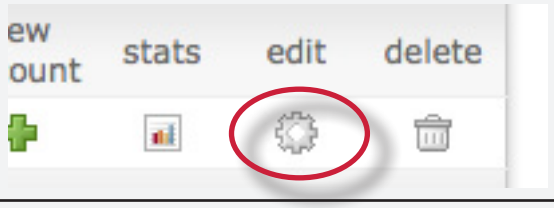
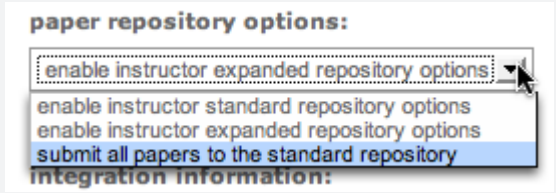
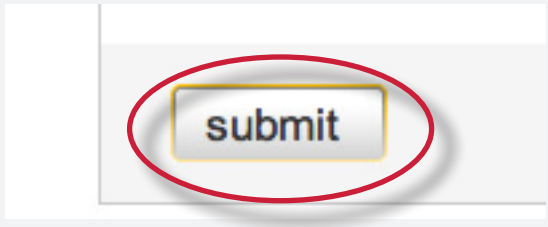
Copyright © 1998 – 2008 iParadigms, LLC. All rights reserved.

To configure and download the ANGEL code package, follow these steps:	
4. Fill out the required fields: • a shared key containing 8 alphanumerical characters • your institution's IP Address or default IP address: 255.255.255.255 • an error callback URL or the default url: https://www.turnitin.com/api_error.asp	
5. Click *submit* to finalize the configuration of ANGEL	
6. Once the integration has been configured the code packages for ANGEL will be available. Click on the *Download* link next to Step 2	
7. Click on the *download* link to the right of the version of ANGEL your institution supports	

Copyright © 1998 – 2008 iParadigms, LLC. All rights reserved.

Paper Repository Options

The Turnitin administrator can select the paper repository options within their account to either allow instructors to have access to paper repository assignment options or choose to have all student papers submitted to the standard repository. The Turnitin administrator has three options: enable instructor standard repository options, enable instructor expanded repository options, or submit all papers to the standard repository.

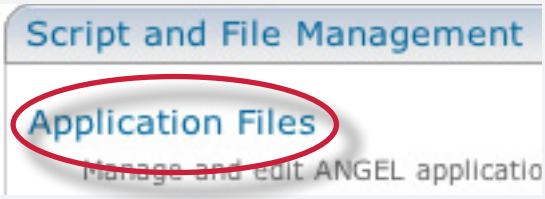
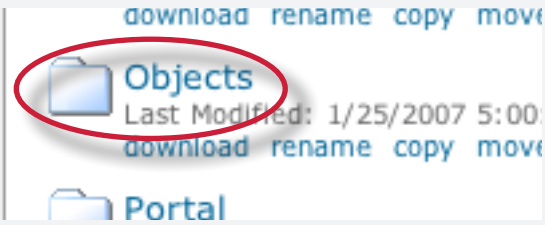
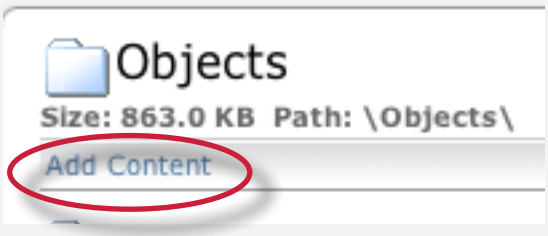
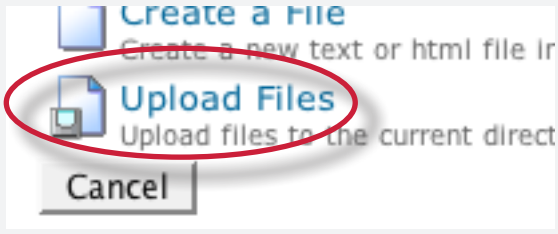
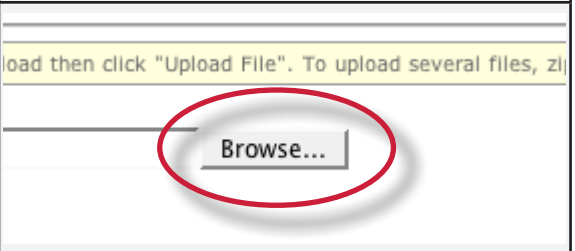
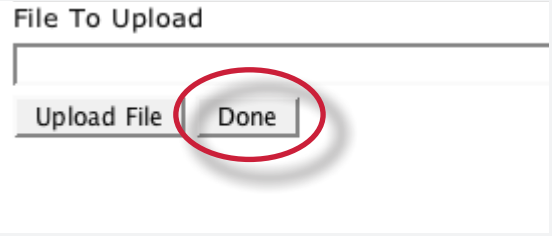
Selecting paper repository options:	
1. Login to Turnitin as the administrator and click on the *edit* icon	
2. Select one of the three options from the *paper repository options:* enable instructor standard repository options, enable instructor expanded repository options, or submit all papers to the standard repository	
3. Click on *submit* in the bottom left corner of the account modification window to save any changes made	

Note: If *submit all papers to the standard repository* is selected from the *paper repository options* pull-down menu, all student papers submitted to the account will be stored in the standard paper repository. If *enable instructor standard repository options* is chosen instructors will be able to set the assignment option to either store student papers within the standard paper repository or to not store the papers in any repository. If *enable instructor expanded repository options* is chosen, instructors will be able to set an assignment options to store student papers in the standard paper repository, in the institution paper repository, no repository, or to allow students to choose between the standard paper repository and the institution paper repository.

Copyright © 1998 – 2008 iParadigms, LLC. All rights reserved.

Installation & Configuration

The Turnitin Drop Box must be installed by the Angel administrator.

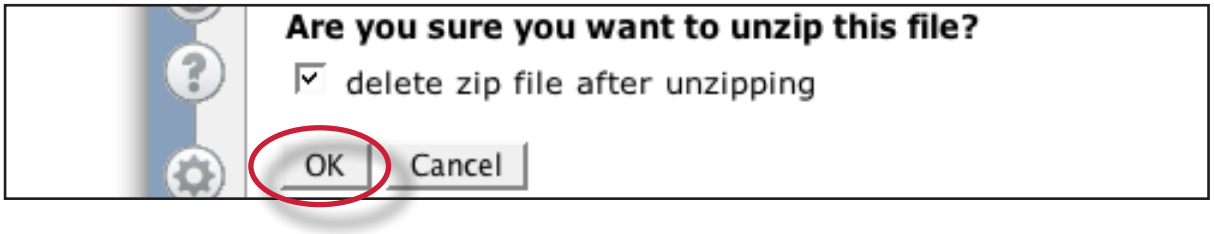
To install the Turnitin Drop Box, follow these steps:	
1. Login to ANGEL as the administrator and click on the *administrator* console icon	
2. From the Administrator Console page, click on *Application Files* under *Script and File Management*	
3. On the application files page, click on the *Objects* folder	
4. On the Objects folder page, click the *Add Content* link in the menu bar	
5. Click *Upload Files* to view the file upload page	
6. Click *Browse* to find the file on the computer and *Upload File* to upload the Turnitin Drop Box	
7. Click *Done* to view the file upload page	

Copyright © 1998 – 2008 iParadigms, LLC. All rights reserved.

The Turnitin Drop Box file will appear on your Objects files page. Next, you will need to extract the Turnitin Drop Box folder from the zip file by doing the following:

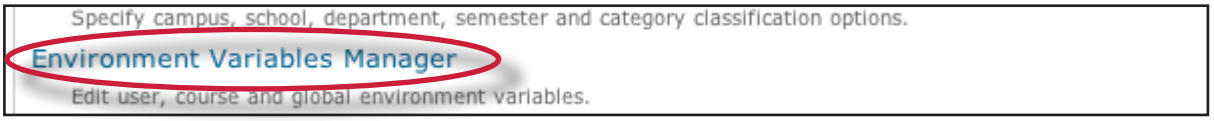
Click on *unzip* below the *TurnitinDropbox* folder

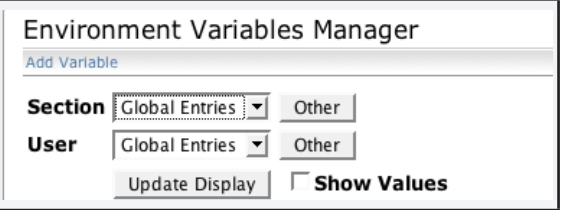
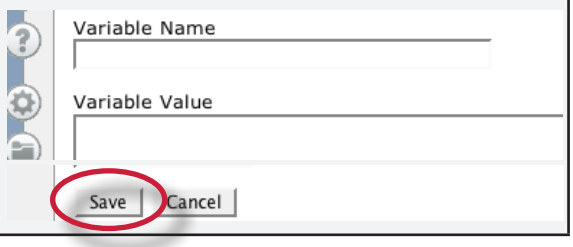
On the Unzip File screen, click *OK* to extract the file



Once the Turnitin Drop Box file has been extracted, it will need to be configured. To do this return to the Administrator Console page.

On the Administrator Console page, click *Environmental Variable Manager* from the *Application Settings* section. Once the variables are set and a Turnitin access user is created, instructors on the ANGEL installation for the institution account can begin using Turnitin Drop Boxes.


Specify campus, school, department, semester and category classification options.
Environment Variables Manager
Edit user, course and global environment variables.

To configure the Environmental Variables for the Turnitin Drop Box follow these steps:	
1. Select the desired context from the *Section* and *User* menus and click *Add Variable*	
2. In the fields provided, insert the variable name and value. Click *Save* to add the variable	

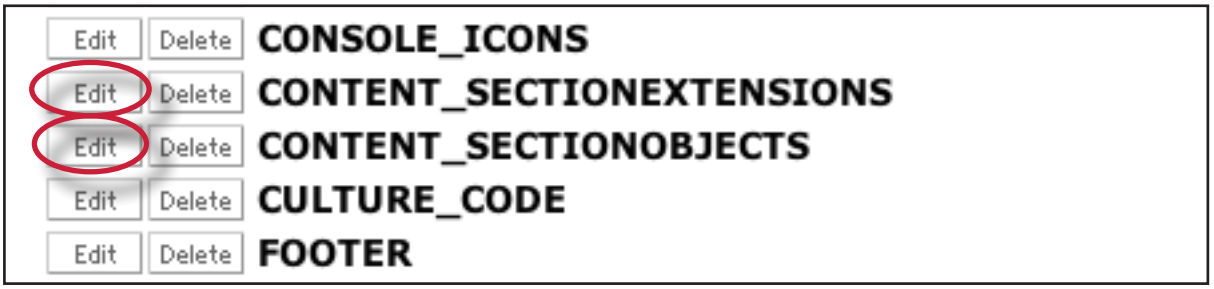
Copyright © 1998 – 2008 iParadigms, LLC. All rights reserved.

The following variables must be created:

Variable Name	Variable Value
COM.IPARADIGMS.TURNITIN.ACCOUNTNUMBER	Enter: *the Turnitin Account Number*
COM.IPARADIGMS.TURNITIN.SHAREDSECRETKEY	Enter: *the shared-secret-key*
COM.IPARADIGMS.TURNITIN.WEBSERVICESURL	Enter: *url of the web service used. This is generally http://<path to angel>/api/v1.0/default.asp*

Note: A shared secret key must be set up with the Turnitin sales representative when purchasing the Turnitin Drop Box. If no shared secret key was selected, have the Turnitin account administrator contact the Turnitin sales representative to complete this step before proceeding, as this must be provided in order for the Turnitin Drop Box to function.

Once the variables have been added, the following variables will need to be modified. To modify a variable click on the *Edit* button to the left of the variable name on the Environmental Variables Manager screen and add the following values to the variable values.

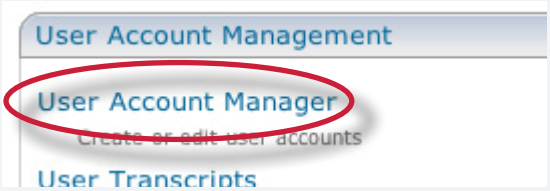
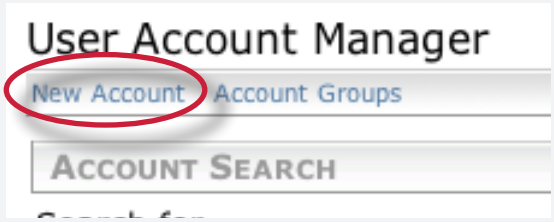
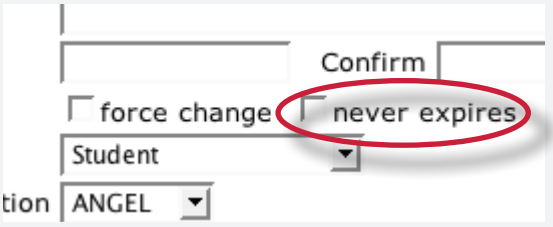


Variable Name	Appended Variable Value
CONTENT_SECTIONOBJECTS	Contents of Object.txt found/Objects/TurnitinDrop Box/
CONTENT_SECTIONEXTENSIONS	*Contents of Extensions.txt found in /Objects/TurnitinDrop Box/*

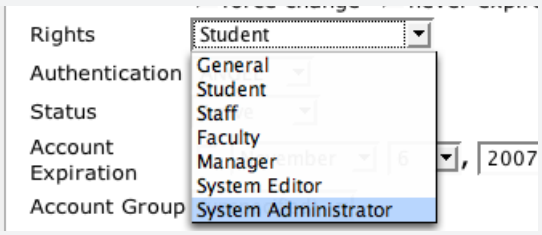
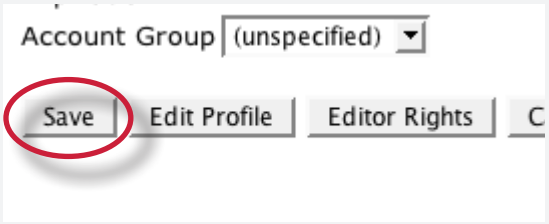
Copyright © 1998 – 2008 iParadigms, LLC. All rights reserved.

Creating the Turnitin User

Once the environmental variable have been configured, a user to serve as the Turnitin access user needs to be created. To create the Turnitin user, first return to the Administrator Console page.

To create a user for the Turnitin Drop Box, follow these steps:	
1. Click *User Account Manager* in the *User Account Management* section	
2. Click *New Account* at the top of the screen	
3. Enter *tii_account_user_<the Turnitin Account ID>* in the *Account ID* field	
4. Enter *tii_account_user_<the Turnitin Account ID>* in the *Username* field	
5. Enter the shared secret key in the *Password* field	
6. Select the box next to *never expires*	

Copyright © 1998 – 2008 iParadigms, LLC. All rights reserved.

To create a user for the Turnitin Drop Box, follow these steps:	
7. Select *System Administrator* from the *Rights* pull-down menu	
8. Click *Save* to create the user	

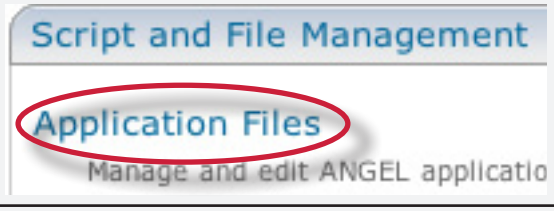
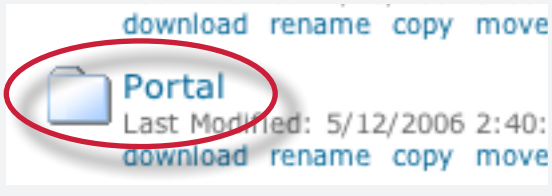
Viewing Account Statistics

Statistics are available for each account and instructor. Statistics tracked include:

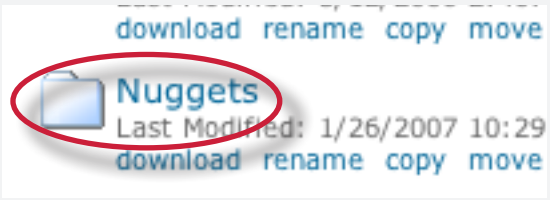
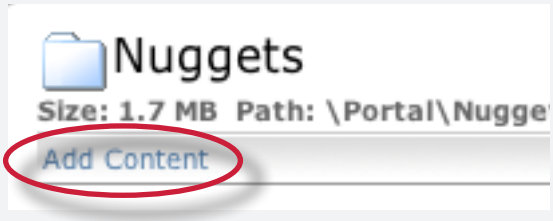
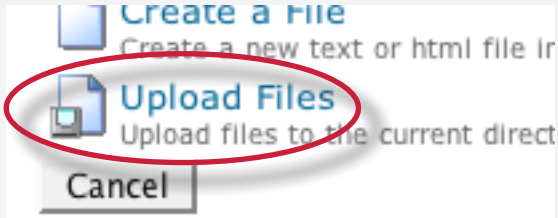
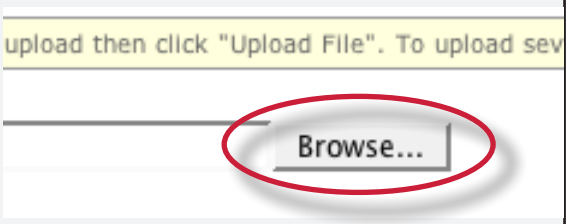
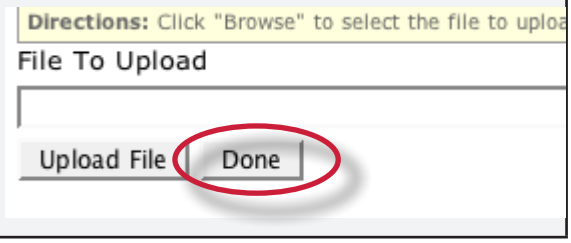
- number of instructors joined to the account
- number of students enrolled in instructor classes
- number of papers submitted to the account
- total Originality Reports generated with a breakdown by the overall similarity index

Downloading the Turnitin Statistics Nugget

Before the statistics become available for an account the Turnitin Statistics Nugget must first be downloaded and installed.

To download and install the Turnitin Statistics Nugget, follow these steps:	
1. From the Administrator Console page, click *Application Files* from the *Script and File Management* section	
2. Click the *Portal* folder	

Copyright © 1998 – 2008 iParadigms, LLC. All rights reserved.

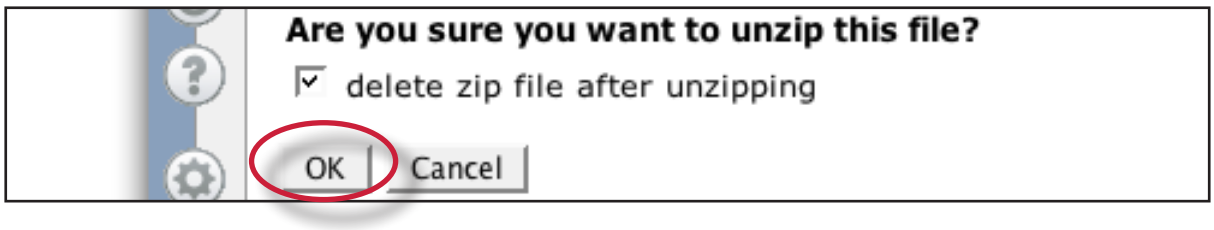
To download and install the Turnitin Statistics Nugget, follow these steps:	
3. Click the *Nuggets* folder	
4. Click the *Add Content* link	
5. Click the *Upload Files* link	
6. Click *Browse* to find the *TurnitinStatistics.zip* file on your computer and click *Upload File*	
7. Click *Done*	

Once the Turnitin Statistics nugget zipfile has been downloaded, extract its contents by doing the following:

Click the unzip below the *TurnitinStatistics* zip file

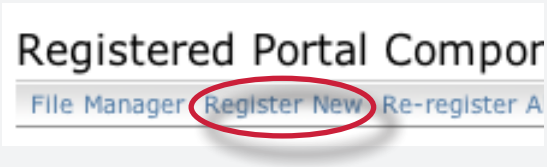
Copyright © 1998 – 2008 iParadigms, LLC. All rights reserved.

On the Unzip File screen, click *OK* to extract the file

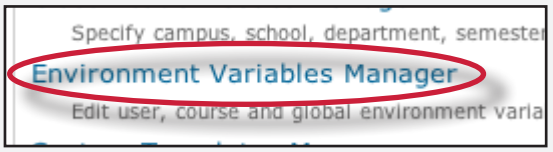
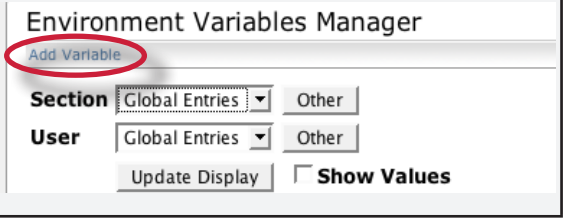


Registering the Statistics Nugget

Once the Statistics Nugget has been uploaded and installed, it will need to be registered. The administrator must also specify which users are allowed to view the account statistics.

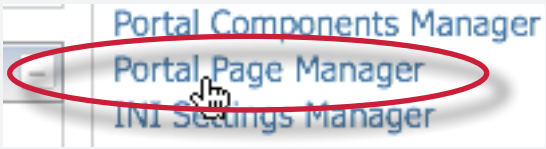
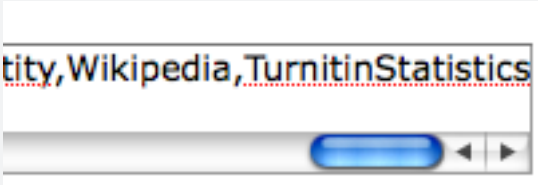
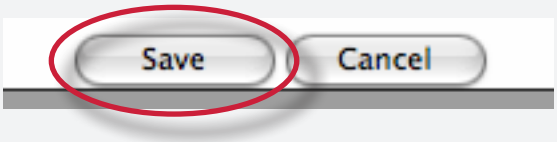
To register the Turnitin Statistics Nugget	
1. From the Administrator Console page, click *Portal Components Manager* from the *Application Settings* section	
2. Click the *Register New* link on the menu bar	

Once the nugget has been registered set the environmental variable which governs who can view the statistics. The global variable will need to be set first and then the variable for the administrator must be set.

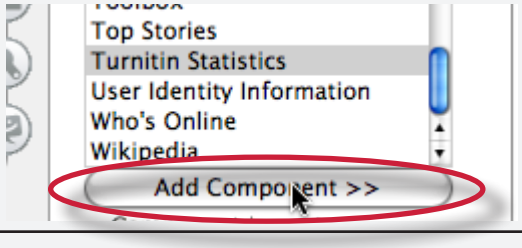
To set Turnitin Account Statistics global variable, follow these steps:	
1. From the Admin Menu screen, click *Environment Variable Manager* from the *Application Settings* section	 Specify campus, school, department, semester Environment Variables Manager Edit user, course and global environment varia
2. Click the *Add Variable* link on the menu bar	 Environment Variables Manager Add Variable Section Global Entries Other User Global Entries Other Update Display Show Values

Copyright © 1998 – 2008 iParadigms, LLC. All rights reserved.

To set Turnitin Account Statistics global variable, follow these steps:	
3. Enter *NUGRIGHTS_ TURNITINSTATISTICS* in the *Variable Name field* and set the value of the variable to *64*	
4. Click *Save*	

To allow the administrator to view Turnitin Account Statistics:	
1. From the Administrator Console page, click *Portal Page Manager* from the *Application Settings* section	
2. Click on the *Edit* button to the left of the Home page	
3. Append ,*TurnitinStatistics* to the end of the Components text area	
4. Click the *Save* button at the bottom of the page	
5. Go to the homepage and click on Edit Page	

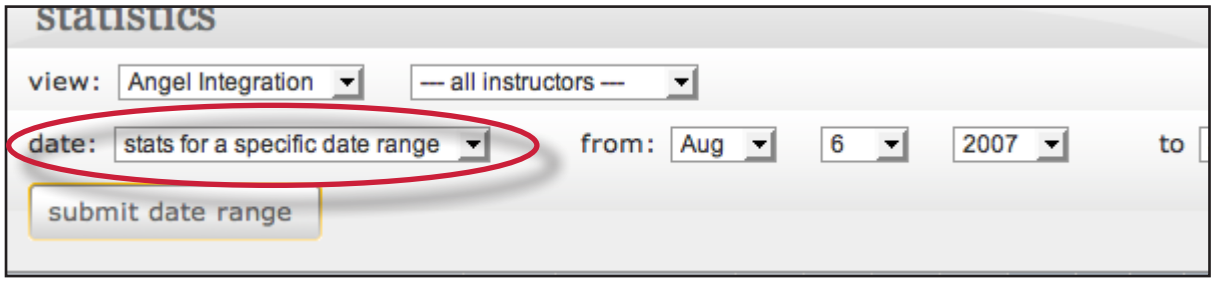
Copyright © 1998 – 2008 iParadigms, LLC. All rights reserved.

To allow the administrator to view Turnitin Account Statistics:	
6. Select *Turnitin Statistics* from the *Available Components* menu and click on *Add Component* once you have decided upon the Component Layout	
7. Click on the Save button	
8. Now the Turnitin Statistics option will be displayed on your homepage. Click on the View Turnitin Statistics to view your Turnitin account statistics	

Statistic Views

From the Turnitin account statistics page, the administrator can use the *View* pull-down menu to view statistics from other top-level accounts for the institution.

The default view shows account statistics for the life of the account. To view statistics for a date range, choose *stats for a specific range* using the *date* pull-down menu. Next, select a date range and click *submit date range.* Statistics for the selected range will be displayed.



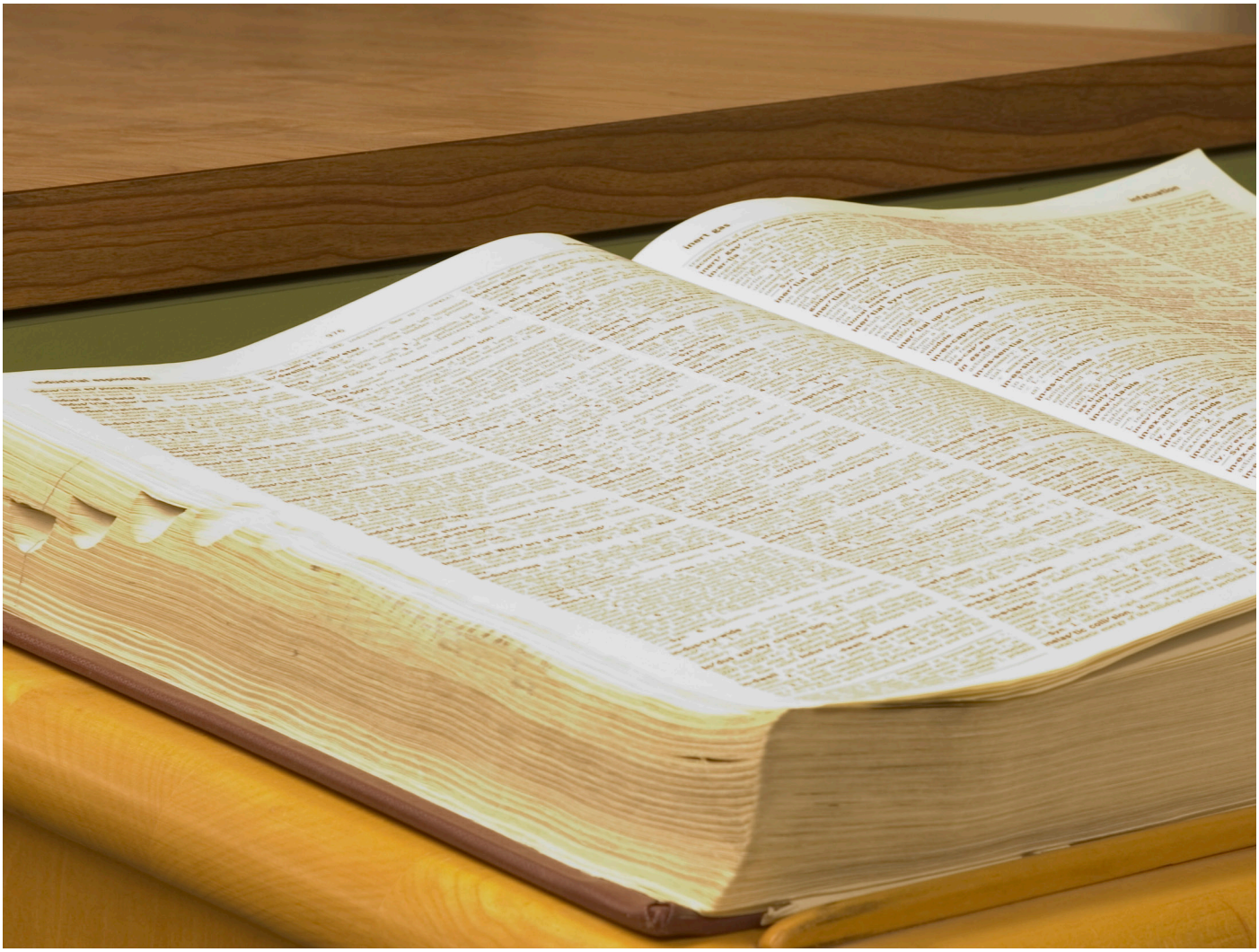
Copyright © 1998 – 2008 iParadigms, LLC. All rights reserved.

If a consortium level account is being used, sub-account information will be displayed. To view a sub-account, click on the account name. When viewing an account, instructors joined to the account will be shown. Clicking on an instructor's name will display stats for the instructor's classes.

Entries on the statistics page with a + symbol beside the instructor name indicate that multiple instructors have accessed the Turnitin Drop Boxes for this course. The primary name listed is the instructor who first created a Turnitin Drop Box in a course. Place the cursor over the name of the primary instructor to view a list of all instructors who have accessed the Turnitin Drop Boxes for this course.

To download the account statistics in Microsoft Excel format, click the *export to excel* button.

Copyright © 1998 – 2008 iParadigms, LLC. All rights reserved.



Glossary

Copyright © 1998 – 2008 iParadigms, LLC. All rights reserved.

Definitions

account - a Turnitin account allows instructors to use products purchased from Turnitin

account ID - the numeric identification number for a specific account or sub-account

administrator - the controller of a specific Turnitin account. This user type is able to install and configure, activate or deactivate products on an account, change account settings, and add or remove instructors from account access

assignment - Submissions to a class on Turnitin are made to an assignment. Each assignment can allow only a single submission per student user who is enrolled in the class

class - to allow students to submit files, an instructor must create a class for their students. A class requires a name, a class ID, and a class enrollment password

class portfolio - the class portfolio page is the main view page of a student for a specific class

default submission type - a user preference set by instructor or student users to define which file submission method should be displayed by default for submissions to an assignment in a Turnitin class

digital receipt - the digital receipt is a confirmation of a successful paper submission to a Turnitin assignment. The digital receipt contains the unique *paper ID* number, user name, submission date and time, class name, assignment title, and a copy of the submitted work. The digital receipt is shown on-screen after submission and a copy is sent by e-mail to the user at the e-mail address provided as the user login name. This e-mail is sent by noreply@turnitin.com and spam filters should be checked to ensure they do not block users from receiving this e-mail

download - transmission of a file from Turnitin to the computer of the user selecting to download files). Some users may need to enable file download due to security considerations on the web browser or computer being used

drop box - a drop box is associated with every assignment in ANGEL. The drop box provides a place for students to submit to their assignments

due date - the due date on a Turnitin assignment indicates the date and time of day at which an assignment is due. Submissions after the due date and time may no longer be allowed and will be automatically blocked by the Turnitin system. Only the instructor can enable late submissions on an assignment on Turnitin. The due date must come after the start date and before the post date during assignment creation. The due date and time may be changed by the instructor at their discretion to meet the needs of a class

export (stats) - downloading a copy of account statistics in a Microsoft Excel® format to a user's computer

GradeMark - a digital grading product offered by Turnitin which allows instructors to place comments and QuickMark editing

Copyright © 1998 – 2008 iParadigms, LLC. All rights reserved.

marks on a submission for students to review. This product also includes standardized rubric scorecards and the ability to share QuickMark standard editing marks and rubric scorecards between instructors on an account via export or via administrators using the libraries sharing feature of the GradeMark digital grading product

homepage - the default login page, which is different based on the selected default user type of the user profile being accessed

instructor - the term used for teachers, tutors, or other student-assisting users added or authorized to join as instructors on a specific Turnitin account. A single person may be joined to multiple Turnitin accounts or sub-accounts using one user profile or separate user profiles. Users may fill more than one user type role on Turnitin

internet archive - Turnitin's web repository includes inactive or no longer available web pages and copies of pages that have changed over time. This allows Turnitin to search against information that is no longer available or which has changed over time

items per page - a user info page preference that allows users to determine the number of items from any list they wish to see per page on Turnitin

knowledge base - The knowledge base is an area we have created for our users to search for help or information on specific aspects of using Turnitin. Also available are frequently updated lists of the most common questions we receive

libraries - the libraries menu displays the rubrics created by Turnitin or the instructor. For more information about rubrics please view the Grademark training video or the rubric section of the GradeMark manual available at www.turnitin.com/training.html

log in - the act of an authorized user entering the e-mail address and personal password created for a user profile to enter Turnitin as the user associated with the e-mail address entered

Optical Character Recognition (OCR) - Optical character recognition software converts a image of text information into an actual text document that can be read and altered by word processing software. Papers or documents transferred into a computer via a scanner require optical character recognition software conversion to be submitted to Turnitin. Turnitin only accepts documents containing actual text data rather than an imaged document or submission. Some scanners offer OCR conversion automatically, but most OCR conversion requires hand correction to resolve any inaccuracies which can cause major changes to the actual content of a document

Originality Report - the Originality Report is a flexible document that allows students and instructors to review matches between a submitted work and the repositories scanned by Turnitin. Citations, quotations, and bibliographic material are all scanned against Turnitin's repositories to determine an overall similarity percentage as well as specific matches to similar text

Copyright © 1998 – 2008 iParadigms, LLC. All rights reserved.

Overall Similarity Index - the overall similarity index is a percentage indicating the similarity of the text submitted to information contained in the Turnitin repositories used for comparison on the assignment the submission was made in. This percentage indicates a percentage based on the length of the paper compared to the length of the areas flagged as similar during the comparison

paper - a paper refers to the document or file submitted by a user to an assignment in a class on the Turnitin website

paper ID - the paper ID number is a unique identifier that can be used to refer to a specific paper. The paper ID number can be viewed by accessing the paper in the assignment inbox for instructors. The paper ID number is also available on the paper view page, Originality Report, and GradeMark digital assessment view of the submission

Peer Review - this product allows students to anonymously or with attribution review submissions made by other students within the course. Students reply to topic questions selected or created by the instructor as well as metric scoring questions. Basic rubric marking is available for students if selected by the instructor. A peer review assignment must be based on a normal Turnitin assignment where the student papers are initially submitted

Plagiarism Prevention - this product creates Originality Reports for submissions in assignments on Turnitin. The Originality Reports allow instructors and students to easily determine any problems in citation or referencing and assists instructors in determining the originality of a submitted work

post date - the post date of an assignment is set by the instructor during the assignment creation. When the post date and time has passed, students will be able to view GradeMark and GradeBook information on their submissions in this assignment. If the assignment is a Peer Review, students will be able to read the assessments written by their peers after the post date passes. The post date does not control Originality Reports. The post date must come after the start date and due date during assignment creation

product - a specific service, feature, or group of features offered by Turnitin as part of the purchase of a Turnitin license by an educational customer

repository - a set of information of a specific type or types. In the specific context of the Originality Report provided by Turnitin, repository is used to refer to the type of information the submission was evaluated against for direct matching or high levels of similarity. Available repositories include internet, archived internet, periodical/journal/publication information, and previous submissions

resubmit - the act of submitting a new paper in place of an existing submitted paper. Resubmission can only be done if the instructor has set an assignment to allow students to overwrite until the due date and time of the paper, or if the instructor has manually deleted the student's existing submission in the assignment inbox. This option

Copyright © 1998 – 2008 iParadigms, LLC. All rights reserved.

can only be enabled by the class instructor

revision (assignment type) - an assignment created by an instructor that is linked to an existing assignment. Revision assignments may have a different start, due, or post date than the primary assignment. Revision assignments allow instructors to easily enable students to submit multiple drafts of the same submission to different assignments. Revision assignments, like regular assignments, only allow one paper per student to be submitted

shared secret key - a shared secret key is the eight digit, alphanumeric code that an institution's Turnitin account administrator has created with the account's Turnitin Sales Representative. The shared secret key is used to verify the integrity of requests sent from the Institution's ANGEL account to the institution's Turnitin account

start date - a date and time selected by the instructor when creating an assignment. The start date and time must pass before students are able to begin submitting to an assignment. Instructors are not prevented from submitting before the start date. The start date for an assignment must be before the selected due date and post date during assignment creation. This may be updated only by the instructor to meet the needs of a class

student - a user type able to enroll in courses created by an instructor user. Student user profiles can only submit to assignments created by an instructor in a class they are joined to or have been authorized to join

sub-account - an account created beneath a parent account. The Turnitin account tree allows for multiple sub-accounts created under each parent account. Only individual accounts may not create sub accounts. The number of institutional accounts created beneath a consortium account is determined by license purchases

submission - a file or files uploaded by a student or instructor user into an assignment within a Turnitin class. Only a single file per student user can be submitted to an assignment by a student user

submission type - Turnitin offers multiple submission types for students and instructors. Students are able to submit a single file at a time by either file upload or cut-and-paste submission. Instructors are able to submit files by file upload, copy and paste, bulk upload, or zip upload options. The default file type for a user to submit by can be viewed or changed in the preferences section of the user info page

upload (file) - the act of submitting or sending a file into a specific assignment within a Turnitin for use with the Turnitin products selected for the class

user profile - the user profile is a set of user preferences and information associated with a specific ID within Turnitin. Each user profile requires a unique e-mail address. A specific e-mail address can only be used once within the Turnitin repository. New attempts to create a profile associated with an e-mail address currently existing in Turnitin will not succeed

Copyright © 1998 – 2008 iParadigms, LLC. All rights reserved.